

ANSWERS



Class BANK12

Teacher Team Ms Albrecht, Ms Chvosta, Ms Notter, Ms Rudolf

Theme/Date Applying for a job, Jan 15

Station 1: Research - Collecting Information About The Company

You are in your second-year of your vocational training and have the chance to do an internship at the *Commerzbank* in London for 3 weeks. By collecting detailed information about the company you are applying for you show your motivation and going above and beyond in your effort finding your dream job.

It is your task to collect some information about the company you wish to do your trainee ship in. The collected information should help you in the upcoming job interview.

Commerzbank AG

- Commerzbank was founded in 1870 by individual and merchant bankers
- Commerzbank opened its first branch in London in 1973
- Leiter in London Christopher Day, Jochen Müller
- headquarters in Frankfurt
- the second-largest German bank after Deutsche Bank
- With some 1,200 branches Commerzbank has one of the densest branch networks among German private banks and is on its way to become a modern multichannel bank.
- nearly 15 million private customers, as well as 1 million business and corporate clients
- In 2012, it generated revenues of just under EUR 10 billion with approximately 56,000 employees on average.
- Dresdner Bank was legally merged with Commerzbank on 11 May 2009 and ceased to be an independent entity.
- (December 2008 - January 2009: Commerzbank faced collapse and had to be bailed out by the German taxpayer with a cash injection of €18.2 billion from the government.)
- Overview of selected Commerzbank holdings:

Domestic Group Companies

- Collegium Glashütten, Zentrum für Kommunikation, Glashütten-Oberems
- Comdirect Bank AG, Quickborn
- Commerz Real AG, Düsseldorf
- Hypothekenbank Frankfurt AG
- Commerz Systems GmbH, Frankfurt am Main

Foreign Group Companies

- mBank SA, Warsaw/Poland
- Erste Europäische Pfandbrief- und Kommunalkreditbank AG, Luxemburg
- With its sponsoring activities, Commerzbank is committed specifically to the local people.
- partnership with the German Football Association (DFB)
- cooperation with the clubs of 1. FFC Frankfurt and Eintracht Frankfurt, up to the "Girls Wanted" initiative and the Drumbo-Cup

Station 2: Curriculum Vitae

1. Read the information on the strips of paper and match them to the headings. Try to find the right order. Once you are done, you can compare your answers with the solutions in the folder on the teacher's desk. Jot down the right order.

<p style="text-align: center;">Jan Meier Gartenstraße 10, 07743 Jena, Germany Landline: +49 3641 78245 Mobile: +49 167 53267815 E-mail: jan.meier@web.de</p>	
PROFILE	I wish to do an internship in an English-speaking country where I can use and improve my language skills. I am highly motivated, responsible and reliable.
KEY SKILLS	Native speaker of German Fluent in English Good command of French
EDUCATION AND QUALIFICATIONS	August 2012 Beginning of a three-year vocational training "Bankkaufmann/-frau" (Bank consultant) at <i>Sparkasse Jena-Saale-Holzland</i> in Jena June 2012 German university entrance qualifications
WORK EXPERIENCE	Summer 2012, six weeks Guardian for children at a summer camp
RELEVANT SKILLS	Good command of Microsoft Office Full driving licence First Aid Certificate
EXTRA-CURRICULAR ACTIVITIES INTERESTS	Member of Red Cross Keen interest in financial affairs
PERSONAL DETAILS	Date of birth: 20 March 1993 Marital status: Single Nationality: German
REFERENCES	Available on request

Station 3: Interview - Giving Information About Yourself

You are in your second-year of your vocational training and have the chance to do an internship at the *Commerzbank* in London for 3 weeks. In order to prepare for your job interview you should carefully consider what you are willing to tell about yourself. Therefore find some information on the following Glogster

<http://fa73fuz.edu.glogster.com/stationenlernen>

1) What are your strengths and weaknesses?

stregths	weaknesses
<ul style="list-style-type: none">- perfektionism- eagerness- being organized- outgoing- good at mathematics- ...	<ul style="list-style-type: none">- perfektionism- impatience- eagerness- being inorganized- ...

2) Preparing for an interview

<ul style="list-style-type: none">- thinking about questions that might be asked- thinking about possible answers to them- taking down some notes- bringing an extra copy of the CV to the interview- find appropriate clothes- practice interview with a friend/family member- find information about the company...
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3) Tasks/ Questions which might be asked in an interview

<p>Tell me about yourself</p> <p>What are your strengths?</p> <p>What is your major weakness?</p> <p>What motivates you?</p> <p>What are your hobbies?</p> <p>What books have you read recently?</p> <p>What do you like about yourself?</p> <p>How would your current Supervisor describe you?</p> <p>...</p>
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Part 2

There are many videos in the internet which give advise on job interview training. Please watch the video „Heineken – The Candidate“ and answer the following questions:

1) Which task does the applicant has to go through?

- close contact to the interviewer (takes his hands)
- interviewer faints → applicant to support him
- fire alert
- attempted suicide where he has to help the fire department

2) What do you think about such "different" tasks on job interviews?

There is no answer, because everyone has his/her own opinion about that

pro:

candidate has been put under stress to

- watch his/her reactions
- find out about his/her values
- see whether he/she is a team player
- test his/her loyalty
- ...

contra:

- candidate is under stress anyway (because of the job interview) → unnormal situation he/she has to deal with
- just for the purpose of marketing
- ...

3) Can you think of tasks that might be appropriate for trainees in the branch of financing services? What could that be?

- calculating tasks
- testing native language e.g. by writing an essay on financial products, current issues in economics,...
- testing second language e.g. by suddenly changing the interview language into English
- tests on concentration
- team work activity: group discussion on current issues
- reenacting a counseling interview
- creating a product for private business clients
- ...